

Pay and Travel Claims (8/1/2004)

PSD is located at 2 Providence Court, which is on the first street to the left as you are facing COMUSNAVEUR. If you are not able to visit them in person, ONRG Admin staff regularly ship travel claims to PSD for the ONRG staff, and it is possible that reserve claims may be added to these.

Pay and Allowances

PSD at COMUSNAVEUR only does the pay and allowances portion of your AT/ADT. The pay system is the same as used for IDT drill pay, so you will receive an LES and can check the status using the MyPay system on the DFAS web site. Questions on AT pay and allowances should be directed to PSD at 0207-514-4731.

PSD at COMUSNAVEUR needs these documents:

- 1 copy of orders from NROWS
- 1 copy of Page 2
- 1 copy of itinerary from the web

Travel Expenses and Claims

The reservists' local PSD pays the travel expenses portion of the AT/ADT, including per diem. An electronic copy of the [travel claim](#) is available from many sources on Navy Knowledge Online (NKO).

If you reserved a room through the ITT office at COMUSNAVEUR, you need to pay for the room and get a receipt from ITT vice the hotel/apt. Receipts are not required for most expenses <\$75, but most PSDs like you to submit them if you have them, particularly for expenses that are unique to foreign countries and not familiar to U.S. PSD staff. If the expenses/receipts are in £, don't forget to claim them in £ on the travel claim or you will lose money! Conversion rates to \$ are supposed to be available to PSD staff on the web. Don't forget to claim tube/bus passes and photo fees, taxi fares to/from airport, and fees to change money. Questions on travel claims should be directed to PSD at 0207-514-4446.

Note: some local PSDs pay for both pay and allowances and travel expenses, so both may be paid by the local PSD, thereby eliminating the need to interact with the PSD at COMUSNAVEUR entirely.

Good Contact Info to Know

(from USA add prefix 011-44 and drop the first 0 from 0207); DSN 314-235-xxxx

COMUSNAVEUR Reserve Affairs: 0207-514-4259; cnen13a@cne.navy.mil

PSD Pay and Allowances: 0207-514-4731

PSD travel claims: 0207-514-4446

COMUSNAVEUR Medical: 0207-514-4015

ITT Office: 0207-514-4269/4622

ITT fax: 0207-514-4050

ONRG Executive Secretary: 0207-514-4417